

MEMORANDUM

#04-02

TO: All Department and School Fiscal Officers

FROM: Trisha L. Neely, Director

DATE: July 1, 2003

SUBJECT: I. MONTHLY DFMS CLOSE-OUT SCHEDULE FOR FY 04
II. AGENCY RECONCILIATIONS

I. MONTHLY DFMS CLOSE-OUT SCHEDULE

The following is being provided to assist you in the timing of the monthly DFMS closing.

Documents received and processed by the Division of Accounting through the dates listed below will be included in the processing for the month indicated, providing the document transaction date is that month. Documents processed with a transaction date of the new month will be included in the new month.

To help in your monthly reconciliation, documents not received by the Division of Accounting by 10:00 a.m. on the below Document Due Dates, should be entered with a document "transaction date" of the following month - with the exception of the CR document.

FY 04 CUT-OFF DATES

<u>Month</u>	<u>Document Due Date</u>	<u>Last Day of Processing</u>
Jul	07-31-03	08-05-03
Aug	08-29-03	09-04-03
Sep	09-30-03	10-03-03
Oct	10-31-03	11-05-03
Nov	11-28-03	12-03-03
Dec	12-31-03	01-05-04
Jan	01-30-04	02-04-04
Feb	02-27-04	03-02-04
Mar	03-31-04	04-02-04
Apr	04-30-04	05-05-04
May	05-28-04	06-03-04
Jun	06-30-04	07-02-04

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AGAIN NOTE: Documents processed in the first workdays in the new month, as shown above, that have a transaction date of the previous month, will be included in the previous month's budgetary activity and other monthly reports.

NOTE: Under normal monthly close-out procedures, in accordance with the above schedule, your monthly reports should be in the mail by the 6th work day of the new month.

II. AGENCY RECONCILIATIONS

Pages XI-1 to XI-3 of the State Accounting Manual cover the reconciliation and reporting responsibilities of agencies. *A monthly reconciliation report is no longer required to be submitted every month. A reconciliation report is only required to be submitted at year-end pursuant to Section III, page 3 & 4, Memorandum #01-10.*

The elimination of the July through May monthly reports does not relieve agencies and schools of reconciling and monitoring all transactions and accounts throughout the fiscal year. Further, you are required to report discrepancies in any transaction or account to your Division of Accounting State Accountant as soon as the discrepancy is known.

TLN:ed

cc: Bill Fowler, DTI
Henry Greene, DTI
Debbie Hayman, DTI